

## MILITARY SPOUSE PREFERENCE PROGRAM

The following information provides important facts you should know about military spouse preference eligibility.

- Only the wife or husband of an active duty military member of the U.S. Armed Forces, including members of the U.S. Coast Guard relocating because of service under a statutory tour, is eligible for spouse preference. The marriage to the sponsor must have taken place before the relocation to the Naples/Gaeta area. Spouse preference applies only to activities located in the commuting area of the sponsor's duty station. Eligibility for military spouse preference is not warranted to the dual military couples where one spouse is discharged and desires to seek civil service employment at the current duty station.
- Eligibility for military spouse preference begins 30-days before the sponsor's reporting date and may be used at any time during the tour. However, spouses with less than six months left on their tour may be passed over for permanent continuing positions.
- In order to receive military spouse preference, you must submit copies of your sponsor's PCS orders along with your application.
- Spouse preference may be exercised only once per tour. Spouse preference is applied to all positions for which you apply and are referred. Military spouse preference is terminated when one of the following conditions is met:
  1. You **accept** a permanent position, as an appropriate fund, non-appropriated fund, or Navy Exchange employee.
  2. You are offered a permanent continuing position, as an appropriate fund, non-appropriated fund, or Navy Exchange employee, and **decline** the offer.
- If you lose your military spouse preference because you decline or accept a job offer as described above, you will be placed in the "family member" category. Family members are in a lower referral group.
- Once you accept a permanent appropriated fund position, you are considered a "merit staffing eligible", and will be eligible to be referred for future vacancies that you apply for and are qualified for.

**I understand that by accepting or declining a permanent position for appropriated funds, non-appropriated funds, or Navy Exchange, I will use my spouse preference.** Please do not sign this document if you do not understand how the spouse preference program is implemented. If you would like clarification, please contact the Human Resources Office at DSN 626-5409 or COMM. 081-568-5409.

ORIGINAL SIGNATURE and DATE \_\_\_\_\_

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